Curricular Actions Requiring HLC and/or UW System Notification or Approval
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March 5, 2024

If your department or program is planning any of the following types of curricular changes, contact Caroline Geary AVC for Curricular Affairs, as early in the process as possible. He will determine what types of notifications or approvals are required and help you gather the necessary information.

The following types of changes or additions require HLC notification:

1. **Contractual Arrangements**: These are arrangements in which the university outsources any portion of an academic program (including certificates) to an entity not regionally accredited. It does not apply to consortial arrangements in which some of the coursework is delivered by other regionally accredited universities, colleges, and/or technical colleges. It also does not include services other than the delivery of coursework.

2. **Opening, closing, relocating, suspending for more than one semester, or reclassifying a branch campus or additional location**. A location that is suspended for two years will either need to be reactivated (with students present) or closed. A closed location may require prior approval to be re-opened. Contact AVC Geary for direction on the type of information needed.

3. **Starting a New Degree or Certificate Program.**

4. **Starting a Competency-Based Program.**

5. **Suspending or Eliminating a Degree or Certificate Program.**

6. **Addition of a Program Concentration or Emphasis** when it constitutes "a significant departure from the original program" (e.g., the institution plans to hire additional faculty with new expertise or to acquire specialized accreditation).

7. **Changing the content of a program** by 25% or more since the most recent HLC comprehensive evaluation (July 01, 2020). The 25% refers to either a single change or the sum total of aggregate changes.
   "Content" refers to a program's **curriculum**, **learning objectives**, **competencies, number of credits required**, or **required clinical experiences**. This can include changes in the general education courses required for program completion as well as degree requirements, prerequisite courses, and/or courses in the major or other program of study.
   Information Needed:
   a. Full Name of the Program

   b. Type of Degree (e.g., BA, BS, MSW, MS, etc.)

   c. Current number of credit hours required for the program. (If it is an undergraduate degree program, distinguish between (1) General Education (USP) credits; (2) Degree credits, if any; and Program credits, including prerequisites or support courses that are in addition to USP and degree credits).

d. What percentage of the program content is being changed in relation to the total number of credits required for the degree? (For an undergraduate program, "the total number of credits required for the degree" includes USP and degree credits. The smallest possible total number is 120, though the total may be higher for some programs.)

e. Briefly explain the nature of the change to the content of the program.

8. **Changing the number of credit hours** required for completion of a program by 25% or more since the most recent HLC comprehensive evaluation (July 01, 2020). (For undergraduate programs, the "25% or more" includes all the credits required for the program, including general education and degree credits.)

Information Needed:
a. Full Name of the Program

b. Type of Degree (e.g., BA, BS, MSW, MS, etc.)

c. Current number of credit hours required for the program. (If it is an undergraduate degree program, distinguish between (1) General Education (USP) credits; (2) Degree credits, if any; and Program credits, including prerequisites or support courses that are in addition to USP and degree credits).

d. What is the proposed new number of credit hours required? (Again, if it is an undergraduate degree program, distinguish between (1) General Education (USP) credits; (2) Degree credits, if any; and Program credits, including prerequisites or support courses that are in addition to USP and degree credits).

9. **Changing the method of delivery of a program.** A change in method of delivery may include
   - face-to-face instruction vs. distance delivery of a program (defined as a program "in which 50% or more of the required courses may be taken as distance-delivered courses");
   - changing from a credit-based to a competency-based format;
   - moving from a semester calendar to a self-paced format;

Information Needed:
a. Full Name of the Program

b. Type of Degree (e.g., BA, BS, MSW, MS, etc.)

c. Current number of credit hours required for the program. (If it is an undergraduate degree program, distinguish between (1) General Education (USP) credits; (2) Degree credits, if any; and Program credits, including prerequisites or support courses that are in addition to USP and degree credits).

d. Explain the change to the method of delivery. Include whether you are switching from one method to another, or adding a second method of delivery.

The following types of changes or additions require UW System notification and may require System approval:

- Adding or Eliminating a Degree Type for an Academic Degree Program

- Renaming an Academic Degree Program

- Redirecting an Academic Degree Program

- Suspending Admissions to an Academic Degree Program

- Reinstating Admissions to an Academic Degree Program

- Eliminating an Academic Degree Program

- Adding or Eliminating 50% or More Distance Delivery to an Academic Degree Program

- Adding or Eliminating Face-to-Face Delivery to an Academic Degree Program

- Adding or Eliminating Direct Assessment Competency-Based Program Delivery

- Adding or Removing a Concentration for an A.A. or A.S. Degree

- Unpublishing or Republishing an Academic Degree Program